

Instructions for Filing Meal Tax Bond

- You must contact the Business Tax Team of the Norfolk Commissioner of the Revenue to determine the required amount of your Meal Tax Bond.
- The Meal Tax Bond is a legal document that **MUST** have the proper signatures and be notarized. In addition, the insurance (surety/bonding) company must issue a power of attorney. These documents together, must be delivered to the Norfolk Commissioner of the Revenue.
- The original, properly executed documents as stated above must be returned to:
Sharon M. McDonald
Commissioner of the Revenue
P.O. Box 2260
Norfolk, VA 23501-2260
- You should retain a copy of the executed Meal Tax Bond for your records.
- You may contact the Business Tax Team in person, by mail, by telephone, or by fax.
We are located: City Hall Building, East Wing
810 Union Street
Norfolk, Virginia
(near the intersection of St. Paul's Blvd. and Waterside Dr.)

Our mailing address is:

Sharon M. McDonald
Commissioner of the Revenue
PO Box 2260
Norfolk, VA 23501-2260

Our telephone and fax numbers are:

Voice: (757) 441-2270
Fax: (757) 441-1346

Our email address is:

beparke@city.norfolk.va.us

City Atty.

Meal Tax Bond
(Corporation)

KNOW ALL MEN BY THESE PRESENTS, That we, _____
a corporation duly organized and existing under the laws of the State of _____
_____, and authorized to do business in the State of Virginia, as Principal,
and _____, a corporation duly organized and existing
under the laws of the State of _____ and authorized to do
business in the State of Virginia, as Surety, are held and firmly bound unto the City of
Norfolk, a municipal corporation in the State of Virginia, in the sum of _____
_____, lawful money of the United States of America, for payment of
which sum well and truly to be made, we bind ourselves, our successors and assigns,
jointly and severally, firmly by these presents.

The condition of this obligation is such that if the said Principal, who intends to
engage in the business of selling; food for refreshment or nourishment, liquid or
otherwise, including alcoholic beverages. In the City of Norfolk, Virginia, registers with
the Commissioner of the Revenue of said City, keeps adequate records, files reports in
such form and at such times as may be prescribed by the Commissioner of the
Revenue of said City, and makes proper payment to the City of Norfolk of the taxes
imposed by; *Section 24-254 of the Norfolk City Code, (Meal Taxes)*, ____ ____ then
this obligation shall be void and of no effect, otherwise it shall remain in full force and
effect.

IN WITNESS WHEREOF, on this the ____ day of _____, 20____,
the said Principal has caused these presents to be executed on its behalf by _____
_____, its President, and its corporate seal to be affixed hereto and
attested by _____, its Secretary, and the said
Surety has caused these presents to be executed on its behalf and its corporate seal to
be affixed hereto and attested by _____,
its Attorney-in-Fact, duly authorized by a power of attorney, which has been recorded
in the Clerk’s Office of the Corporation Court of the City of Norfolk, or, a copy of which
is attached hereto.

(SEAL)	_____
	(Principal)
ATTEST:	By _____
	(Its President)
_____	_____
(Secretary)	(Address)
(SEAL)	_____
ATTEST:	(Surety)
_____	Approved as to Surety:
Attorney-in-Fact	_____
Countersigned by:	Commissioner of the Revenue

Resident Virginia Agent	
Approved as to form:	

Deputy City Attorney	